

# RIC's Bilingualism Framework

*Created in 2021, RIC's Bilingualism Committee has since been working towards concrete measures to support and promote bilingualism within the network. An important part of the Committee's mandate was to develop a Bilingualism Framework to guide RIC's linguistic efforts. The following document is the product of this process, resulting from many months of research and consultation among RIC's membership. The Bilingualism Framework was officially introduced and adopted on the occasion of RIC's Annual Meeting in September 2022.*

## 1. Fundamental Principles

The four fundamental principles of the present policy are:

- 1.1 RIC members should, as a general rule, be able to communicate with the network and participate in its activities in their preferred official language (French or English).
- 1.2 RIC members, members of the public and specialized audiences should be able to receive information from RIC in their preferred official language.
- 1.3 RIC activities and resources should be readily accessible and actively offered in both official languages; participants should not have to seek or ask for information in either one of the official languages.
- 1.4 Resources and activities funded by RIC should be made available in both official languages.

## 2. Formal Identification

To maintain a bilingual image, RIC will display its identification in both official languages, both in digital and physical publications. Whenever possible, the two official languages should be given equal prominence.

## 3. Written Communications

RIC should strive to provide written materials in both official languages to the extent it is feasible to do so.

### 3.1 Correspondence

Correspondence should be answered in the official language used by the person writing to RIC. If RIC is initiating the correspondence, it should seek to determine the language preference of the individual addressed. Forms and publications enclosed with correspondence should also be provided in the appropriate language.

### 3.2 Publications

RIC publications (on paper and online), newsletters and official documents should be made available in English and in French. Publications in separate versions should bear a note indicating their availability in the other language. When a publication is produced only in one language, an abstract should be provided in the other language.

## **4. Meetings and Events**

When a meeting or event includes members with different language preferences, concrete efforts will be made to ensure that participants feel free to use the language of their choice.

Both RIC meetings and events must follow the network's *Bilingualism Guidelines*, which specify for instance how to greet participants, enable simultaneous live captions, and handle questions from participants of different preferred languages. This *Guidelines* document is available on RIC's website.

RIC commits to holding some of its meetings and events in French, so that the main language for RIC activities is not always English by default.

### 4.1 Meetings

Whenever possible, a bilingual facilitator will be designated to facilitate and support exchanges between participants of different preferred languages. This facilitator will be designated among RIC personnel rather than among the meeting's participants, so as not to burden bilingual participants.

Documentation for the meeting will be made available in both official languages upon request.

Translated live captions (as provided within PowerPoint for instance) will be activated by default in the other official language for all presentations.

Professional interpretation services will be made available for select sessions at RIC's annual meeting, as well as for other key meetings and events when necessary.

### 4.2 Events

All RIC events will facilitate the use of either official language. RIC events will aim to feature presentations in both languages and to facilitate discussions in the participants' language of preference.

All presenters will be advised that they need to be prepared for a bilingual audience. Translated live captions (as provided within PowerPoint for instance) will be activated by default and professional interpretation services will be considered whenever possible.

## 5. Staff and Governance

Ensuring that RIC members, collaborators and their audiences can all communicate in their preferred official language requires the presence on staff of people able to effectively communicate in one or the other official language, or both. Their presence should be such that RIC has the ability, as a whole, to support the use of either official language in all its activities, without undue delay.

RIC will aim to have at least one bilingual person within each committee so that all members, collaborators and participants know who to turn to for bilingual support in any circumstances.

Guidelines for the recruitment of staff should be as follows:

- 5.1 Advertisements for all work positions will be published in both languages and will mention bilingualism either as a desirable qualification or as a key requirement, depending on the position.
- 5.2 At least 1 RIC staff member must have spoken and written command of both official languages.
- 5.3 The language requirements for part-time research assistants will depend on the type of work to be done.
- 5.4 The Director(s) should be able to communicate in both official languages. It will be the responsibility of the Lead Institution and Governance Committee to guarantee that a fully bilingual person will be a part of the Director(s)'s selection committee.

The Governance Committee is responsible for ensuring overall application of this Framework.